



GUAM REGIONAL TRANSIT AUTHORITY

GOVERNMENT OF GUAM

Lourdes A. Leon Guerrero, Governor
Joshua F. Tenorio, Lieutenant Governor
Celestin C. Babauta, Interim Executive Manager



BOARD OF DIRECTORS MEETING

Mayor's Conference Room - MTM

May 12, 2020, 2:00 pm

Agenda

- I. Meeting Called to Order
- II. Roll Call and Opening Remarks
- III. Administrative Directive – Social Distancing Mandatory
- IV. Review of Minutes February 20, 2020
- V. Public Participation – Submit 3 Minutes per individual
- VI. Old Business
 - A. Code of Conduct
 - B. Office of Civil Rights Report – Complaint SOP
- VII. New Business
 - A. By-Laws – Meeting Dates
- VIII. CARES Act
- IX. Executive Session
- X. Adjournment



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Board of Directors Regular Meeting

Tuesday, May 12, 2020 at 2:00 pm

Mayor's Conference Room - MTM

Meeting Minutes

I. **Call to order:**

Chairman Alejo Sablan called the meeting to order at 2:00 pm.

II. **Roll Call:**

GRTA Board Members present: Chairman Alejo Sablan, Vice-Chairman John Leon Guerrero, Director Kevin Susuico and Director Rudy Paco.

III. **Administrative Directive – Social Distancing Mandatory:**

Chairman Sablan informed the Board and as well as the public that due to COVID-19, wearing a mask and social distancing is mandatory.

IV. **Review of Minutes:**

Board Members reviewed the February 20, 2020 meeting minutes. Vice-Chairman John Leon Guerrero motioned to approve the minutes and Director Rudy Paco second it. Meeting minutes was approved with 3 yes and 0 nays. Director Susuico yielded his vote because he was not a Board Member during the February 20, 2020 Board meeting. However, he was in support of the Board's decision.

V. **Public Participation – 3 minutes per individual:**

Mr. Rodney Calimlim, a paratransit rider since 2010, reported several concerns. The first is relative to safety. He stated that the drivers were dropping him for dialysis treatment and consistently parked on the on-coming lane. Therefore, he fears for his safety. Secondly, he feels very strongly that a Board Member has been abusing his position by refusing to show his ID card and told the drivers that as a Board Member the card does not expire. Mr. Calimlim also mentioned that the Board Member goes over the 5-minute wait time during pick-up and he uses intimidation and scare tactics towards the drivers and other riders. Finally, Mr. Calimlim informed the Board that such Board Member also declined to wear a mask because COVID-19 is a joke. Mr. Calimlim clearly expressed his frustrations to the Board and requested a full investigation into Director David Arentz' actions.

VI. **Old Business:**

A. Code of Conduct: The Board had an opportunity to review the Code of Conduct prior to the Board meeting. Thereafter, Director Rudy Paco motioned to approve the policy and Vice-Chairman John Leon Guerrero second it. Code of Conduct policy was approved with 4 yes and 0 nays.



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B. Office of Civil Rights Report – Complaint Standard Operating Procedure (SOP): Interim Executive Manager Celestin Babauta proposed to the Board an updated version of the Complaint SOP. He explained to the Board that a complaint may be filed by telephone, email or in person. He articulated that during the last Office of Civil Rights (OCR) review he met with one of the reviewers and was told that GRTA must be in compliance with its complaint processes. The Interim Executive Manager informed the Board that GRTA has ten (10) business days to respond to the complainant and inform the respondent that GRTA will review the complaint and it will either move forward to conduct an investigation or that an investigation is not warranted. The complainant and respondent have ten (10) days to write back to GRTA stating whether they concur with GRTA's decision - to conduct an investigation or end it with no further actions required. Babauta further explained in the event the complaint requires further investigation the GRTA ombudsman is required to do a thorough investigation using available resources to ensure the complaint is objectively addressed. GRTA has 30 days to respond back to the complainant and the respondent with regards to the actions that were undertaken to address the complaint. In the event the complainant is not satisfied with the outcome the Ombudsman will put together an Appeals Board. To make sure that there is objectivity, no one from GRTA will be apart of the Appeals Board. The Appeals Board will address the complaint and issue its conclusion. Babauta informed the Board that the Ombudsman will brief the Board at every board meeting regarding complaints and the outcome of such complaints. Director Rudy Paco motioned to approve the complaint SOP and Vice-Chairman John Leon Guerrero second it. Complaint SOP was approved with 4 yes and 0 nays. Interim Executive Manager Babauta informed the Board that GRTA has hired an Ombudsman whose primary task is to address complaints and compliance.

VII. New Business:

A. By-Laws – Meeting Dates: Chairperson Sablan motioned to have Board meetings change to the second Tuesday of every month at 2:00 pm with the location to be announced at a later date due to COVID-19. Vice Chairman Leon Guerrero second it, motioned was approved with 4 yes and 0 nays.

VIII. Interim Executive Manager's Report:

A. CARES Act: Interim Executive Manager Babauta updated the Board in that GRTA will be receiving \$2.7 million in federal funds. He explained that the funds will be used for operations, planning and purchase of equipment such as buses. The Interim Executive Manager advised the Board that a proposal will be formulated for the Board's approval. The proposal includes \$1.6 million to purchase buses and \$1.1 will be for the hiring of bus drivers in support of COVID 19, paratransit, and fixed route bus operations. He further explained that 24 passenger buses are what GRTA is looking at purchasing because of the need to comply with social distance mandates and addressed transportation needs of paratransit and fixed route riders. Furthermore, Babauta told the Board that on the 2030 Guam Transportation Plan which was created in 2009, it showed that Guam should budget \$30 million to procure 50 buses. As a result, procurement of is compatible with the 2030 Plan. Besides buses that will be procured using CARES Act funds, he said that GRTA is also working on buying at least 3 each 14 passenger buses with FY19



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discretionary grant from FTA under emergency procurement. Director Kevin Susuico suggested that GRTA look into installing plexiglass in the vehicles to help with social distancing while buses are being bought.

B. Fleet Status: Interim Executive Manager Celestin Babauta apprised the Board of GRTA's fleet status. To date, GRTA has 10 MV1's and 8 ARBOCs operational. This is the highest fleet status since taking he took over as Interim Executive Manager, January 2019. In addition, GRTA currently has 18 bus drivers (17 Full-Time and 1 Part-Time).

C. Competitive Grant: With regards to the competitive grant that was submitted at the end of April, Interim Executive Manager Babauta informed the Board that the funds GRTA hopes to receive if awarded is approximately \$10 million. The funds will be used to purchase electric buses, charging stations, building of a facility within the park and ride site. The Federal Transit Administration (FTA) will announce award winners around July timeframe. Staff Member Richard Ybanez was able to get letters of support from Governor Leon Guerrero, Speaker Muna-Barnes, Dededo Mayor Savares and the GRTA Board Members.

D. GRTA Facility: The Interim Executive Manager informed Board Members that they will have an opportunity to review the design of the GRTA facility at various stages of the review states - 25%, 50%, 75% and then 100%. On every step of the way the Board will have the opportunity to scrutinize the plans and make appropriate adjustments. The facility will consist of Admin/Finance, Maintenance, and Transit Management Center. The facility will be ADA compliant.

E. Marketing/Advertisements: Staff Member Richard Ybanez explained to the Board marketing activities that he is pursuing. He mentioned that with good marketing, GRTA will increase ridership and boost revenue. Staff Member Ybanez is currently working with advertisers to place advertisements on GRTA vehicles. He states that the national average to advertise on a bus window is about \$160. He explained that \$150 may be a reasonable amount to charge and \$1800 for a whole year per window. Nevertheless, he will provide the Interim Executive Manager more concrete advertising costs and therefore requests for Board approval. In addition to advertising on GRTA buses, Staff Member Ybanez informed the Board that he is working on advertisements that may be posted on GRTA bus shelters. He informed the Board that he was assisting Staff Member Virgil Penafiel with grant applications such as Accelerating Innovative Mobility (AIM) and Low Emission Buses and Facilities.

IX. Chairman Sablan, Vice Chairman Leon Guerrero and the Board Members expressed their appreciation of the hard work and commitment during the on-going pandemic crisis.

X. **Executive Session:**

No Executive session took place.



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XI. Adjournment:

Being that there were no further discussions, Chairman Sablan adjourned the meeting at 3:09 pm.

Alejo C. Sablan, Chairman
Guam Regional Transit Authority Board of Directors

Date